

IC Memorandum 15-19



Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

Website kehpn.ky.gov

To: KEHP Insurance Coordinators (ICs)
From: Department of Employee Insurance (DEI)
Re: Required Annual HIPAA Training Requirement
Date: July 6, 2015

On May 22, 2015, all ICs were assigned the KEHP-HIPAA Privacy and Security Overview course. The deadline for completing this course was Tuesday, June 16, 2015.

Some IC's have not completed the required training as of July 6th.

At this time, any IC or staff member who accesses KEHP member information **MUST** complete the HIPAA Privacy and Security Overview by **July 20, 2015 or your security access to KHRIS will be terminated.**

This course replaces the training previously on KYTRAIN and fulfills the annual DEI HIPAA training requirement.

Please follow the instructions below to access the training. If you have any questions, contact Jen Alvis at 502-564-5656 and Jennifer.alvis@ky.gov.

Instructions for accessing HIPAA training

Step 1: To access your training, go to <http://www.learn.bridgefront.com>.

- Use Google Chrome as your internet browser
- If you are unable to use Google Chrome, Internet Explorer will function properly by changing compatibility settings.

*Go to the Tool icon.

*Click on Compatibility View settings.

*Type Bridgefront.com in the "Add the Website" box.

*Click Add.

*Click Close.

Step 2: In the 'Registered User' section, enter your user name and password.



- Your User Name is: KEHP_XXX1111
 - (Use **YOUR** KHRIS login as the XXX1111 portion: Your KHRIS ID is always 3 alpha and 4 numeric characters)
- Your default password is: changeme
 - Passwords are case sensitive

We strongly encourage you to change your password to a more secure password.

Step 3: Click Login

Step 4: Click Current Assignments

Step 5: Under the Assignments List, click on: BF 18007 HIPAA Privacy & Security Overview V9 Custom [2](#) of 2.

Step 6: Under Course Titles, click START for KEHP HIPAA Privacy & Security Overview. Remember that there is a post-test at the end of the training and you must receive an 80% to be considered complete.

